Title: Meeting minutes week 5.1

Date and time: 2.00 -3.00pm, 27/02/2023

Participants: Shamim Bavani, Samuel Coyle, Ceridwen Grey, Joshua MacKay (Joanna Oruba sends her apologies that she cannot attend)

In this meeting, we reviewed the requirements specification document and checked other members of the team were satisfied with the quality of work. Requirements document must be completed and formatted for 01/03/23.

From last meeting:

* Each member has written their skillset description.
* Josh completed his tasks of the reasoning of the topic choice and the non-functional aspects.
* Sam completed the data description.
* Shamim is still working on the UML and Use case diagrams.
* Joanna completed the risk assessment.
* Joanna and Ceri completed the LSEPI, the interface is still in progress.
* The Gantt Chart has been made and tasks have been added to it.

Next meeting: 12:15pm-1:15pm, Wednesday 01/03/2023

Action for the next meeting:

* User interface completed by Ceri
* UML and Use Case diagram completed by Shamim